

Working Capital Funds (Internal Service)

WORKING CAPITAL FUNDS SUMMARY

<u>Account Classification</u>	<u>Actual 1981</u>	<u>Budget 1982</u>	<u>Budget 1983</u>
Personal Services	\$1,526,780	\$1,876,841	\$1,894,203
Contractual Services	719,631	908,532	953,038
Commodities	2,425,934	2,752,096	2,444,687
Capital Outlay	1,453,309	1,392,080	1,614,315
Other	431,813	801,809	863,136
 TOTAL	 \$6,557,467	 \$7,731,358	 \$7,769,379

<u>Division/Activity</u>	<u>Actual 1981</u>	<u>Budget 1982</u>	<u>Budget 1983</u>
Central Data Processing	\$ 984,315	\$1,241,162	\$1,247,743
Stationery Stores, Microfilming, Duplicating	980,207	1,262,753	1,323,800
Equipment Motor Pool	2,283,833	2,687,197	2,661,248
Official Motor Pool	1,765,723	1,778,878	1,687,228
Central Maintenance Services	238,387	247,001	278,781
Park Equipment Maintenance	305,002	514,367	570,579
 TOTAL	 \$6,557,467	 \$7,731,358	 \$7,769,379

NOTE: The budget totals shown above for each working capital activity do not include contingent expenditure accounts not supported by currently budgeted revenues shown as expenditures in operating departments.

FUND 610	DEPARTMENT 40	DIVISION 740	ACTIVITY 50000
WORKING CAPITAL	ADMINISTRATION	CENTRAL DATA PROCESSING	

CENTRAL DATA PROCESSING FUND SUMMARY

	Actual 1981	Estimated 1982	1983
Unencumbered Cash Balance, January 1	\$ 385,802	\$ 558,368	\$ 344,596
<u>REVENUES</u>			
Data Processing Services	\$1,155,033	\$1,027,390	\$ 903,147
Other	1,848	--	--
Subtotal	\$1,156,881	\$1,027,390	\$ 903,147
Contingent Data Processing Services	--	200,000	272,435
Total Revenues	\$1,156,881	\$1,227,390	\$1,175,582
Total Revenues and Cash Balance	\$1,542,683	\$1,785,758	\$1,520,178
<u>EXPENDITURES</u>			
Data Processing Operations	\$ 984,315	\$1,241,162	\$1,247,743
Contingent Data Processing Operations	--	200,000	272,435
Total Expenditures	\$ 984,315	\$1,441,162	\$1,520,178
Unencumbered Cash Balance, December 31	\$ 558,368	\$ 344,596	\$ --

FUND	610	DEPARTMENT	40	DIVISION	740	ACTIVITY	50000
WORKING CAPITAL		ADMINISTRATION		CENTRAL DATA PROCESSING			
BUDGET COMMENTS							
<p>The 1983 adopted budget represents an increase of \$6,581 (0.5 percent) over the 1982 budget.</p> <p>Personal Services have increased \$11,102, due to less personnel turnover and position changes described on the facing page.</p> <p>Contractuals have increased only \$703.</p> <p>Commodities have decreased \$6,144, because of reductions in the cost of water billing forms.</p> <p>Capital Outlay budgeted is for replacement office furniture and additional storage racks.</p>							
ACCOUNT CLASSIFICATION				ACTUAL 1981	BUDGET 1982	BUDGET 1983	
PERSONAL SERVICES							
110 Salaries & Wages				\$ 504,672	\$ 656,059	\$ 667,161	
TOTAL PERSONAL SERVICES				\$ 504,672	\$ 656,059	\$ 667,161	
CONTRACTUAL SERVICES							
210 Utilities				\$ --	\$ --	\$ --	
220 Communications				6,999	6,822	7,463	
230 Transportation				5,879	9,500	15,085	
240 Advertising				--	74	75	
250 Insurance				--	--	--	
260 Dues and Subscriptions				1,591	4,231	3,891	
270 Professional Services				7,023	31,900	31,900	
295 Other Contractual Services				397,450	465,774	460,590	
TOTAL CONTRACTUAL SERVICES				\$ 418,942	\$ 518,301	\$ 519,004	
COMMODITIES							
310 Office Supplies				\$ 51,097	\$ 62,098	\$ 55,948	
320 Clothing and Linen				--	--	--	
330 Food, Drugs & Chemicals				--	--	--	
340 Opr. Supplies - Buildings & Improvements				--	--	--	
350 Repair Parts - Buildings & Improvements				1,006	--	--	
360 Operating Supplies - Equipment				--	--	--	
370 Repair Parts - Equipment				679	544	550	
390 Minor Apparatus and Tools				194	80	80	
TOTAL COMMODITIES				\$ 52,976	\$ 62,722	\$ 56,578	
CAPITAL OUTLAY							

FUND	610	DEPARTMENT	40	DIVISION	740	ACTIVITY	50000
WORKING CAPITAL		ADMINISTRATION		CENTRAL DATA PROCESSING			

WORK PROGRAM

The Data Processing Division maintains and processes data for various City operating and staff departments, so that these departments can more efficiently and effectively deliver services to citizens. The division seeks to eliminate duplication of effort in recording and reporting of data.

The central data processing facility is staffed 24 hours a day, seven days a week. The IBM 4341 central processing unit (CPU), associated disc and tape storage units, printers and other peripheral equipment at the central facility are linked to remote cathode ray display tubes (CRTs) and printers located in operating and staff departments in order to allow operation of online, teleprocessing systems.

During 1982 two new position classifications--Systems Programmer I and Systems Programmer II were created. For 1983 one Systems Analyst position and one Programmer I position have been deleted, and replaced by one each of the two new classifications.

POSITION TITLE	EMPLOYEES			1983 EMPLOYMENT RANGE	BUDGET 1982	BUDGET 1983
	BUDGET 1981	BUDGET 1982	BUDGET 1983			
Data Processing Director	1	1	1	635	\$ 34,144	\$ 37,286
Systems Programmer II	0	0	1	632	--	27,766
Systems Analyst	6	6	5	631	161,883	144,660
Systems Programmer I	0	0	1	629	--	22,932
Programmer/Analyst	5	5	5	628	110,536	119,941
Computer Operations Supervisor	1	1	1	626	18,658	20,836
Programmer II	0	3	3	626	57,264	41,167
Programmer	4	0	0	--	--	--
Programmer I	0	1	0	--	17,554	--
Computer Machine Operator II	6	6	6	622	95,331	105,169
Computer Machine Operator I	2	2	2	619	28,491	31,735
Data Entry Supervisor	0	1	1	619	15,052	16,371
Secretary	1	1	1	618/19	14,969	16,278
Data Entry Operator II	2	1	1	617	11,792	14,796
Data Entry Operator I	5	5	5	616	61,910	63,626
Subtotal	33	33	33		\$627,584	\$662,563
ADD: Longevity					2,468	2,518
Shift Differential - 2nd					832	832
Shift Differential - 3rd					1,248	1,248
27th Pay Period					23,927	--
TOTAL					\$656,059	\$667,161



FUND	675	DEPARTMENT	40	DIVISION	900	ACTIVITY
WORKING CAPITAL		ADMINISTRATION		STORES/DUPLICATING/ MICROFILMING		50016750020/50040
BUDGET COMMENTS						
<p>The 1983 adopted budget for the Stationery Stores, Duplicating and Microfilming Working Capital Fund represents a \$61,047 or 4.8% increase above the 1982 budget. Of the approved expenditure budget, \$83,823 is contingent upon offsetting revenues.</p> <p>Personal Services have decreased by \$11,440 or 7.8%, which is the net result of deleting one Administrative Aide II position, the 6% salary improvement, normal merit increases, and budgeting for an extra pay period in 1982 only.</p> <p>Contractual Services show an increase of \$63,336 or 87.2%, primarily due to budgeting all service contracts in Account 295 rather than in Accounts 360 and 370. The \$133,651 budgeted in Account 295 is for postage meter rental (\$400), lease-purchase payments for the copy machines (\$50,000), data processing charges (\$20,000), duplicating machine maintenance (\$60,000), and various other maintenance and service agreements (\$3,251).</p> <p>Commodities reflect a decrease of \$12,751 or 1.7%. This is the net result of budgeting an inflationary increase for goods and services billed through the clearing account (385), and budgeting all maintenance and service agreements in Account 295.</p> <p>Capital Outlay for 1983 includes \$5,000 for a microfilm computer reader adapter for the 16mm camera. An amount of \$225,000 is included for inventory purchases in Stationery Stores.</p>						
ACCOUNT CLASSIFICATION						
PERSONAL SERVICES				ACTUAL 1981	BUDGET 1982	BUDGET 1983
110 Salaries & Wages				\$ 134,850	\$ 147,466	\$ 136,026
TOTAL PERSONAL SERVICES				\$ 134,850	\$ 147,466	\$ 136,026
CONTRACTUAL SERVICES						
210 Utilities				\$ 1,236	\$ 1,240	\$ 1,325
220 Communications				--	850	850
230 Transportation				--	25	25
240 Advertising				--	--	--
250 Insurance				60	120	120
260 Dues and Subscriptions				--	--	--
270 Professional Services				49,671	70,400	133,651
295 Other Contractual Services						
TOTAL CONTRACTUAL SERVICES				\$ 50,967	\$ 72,635	\$ 135,971
COMMODITIES						
310 Office Supplies				\$ 353	\$ 2,750	\$ 3,250
320 Clothing and Linen				479	750	750
330 Food, Drugs & Chemicals				--	--	--
340 Opr. Supplies - Buildings & Improvements				40	--	--
350 Repair Parts - Buildings & Improvements				105,163	180,000	120,000
360 Operating Supplies - Equipment				4,938	8,500	5,249
370 Repair Parts - Equipment				19	75	75
390 Minor Apparatus and Tools				524,287	550,000	600,000
385 Purchases for Clearing						
TOTAL COMMODITIES				\$ 635,279	\$ 742,075	\$ 729,324
CAPITAL OUTLAY						

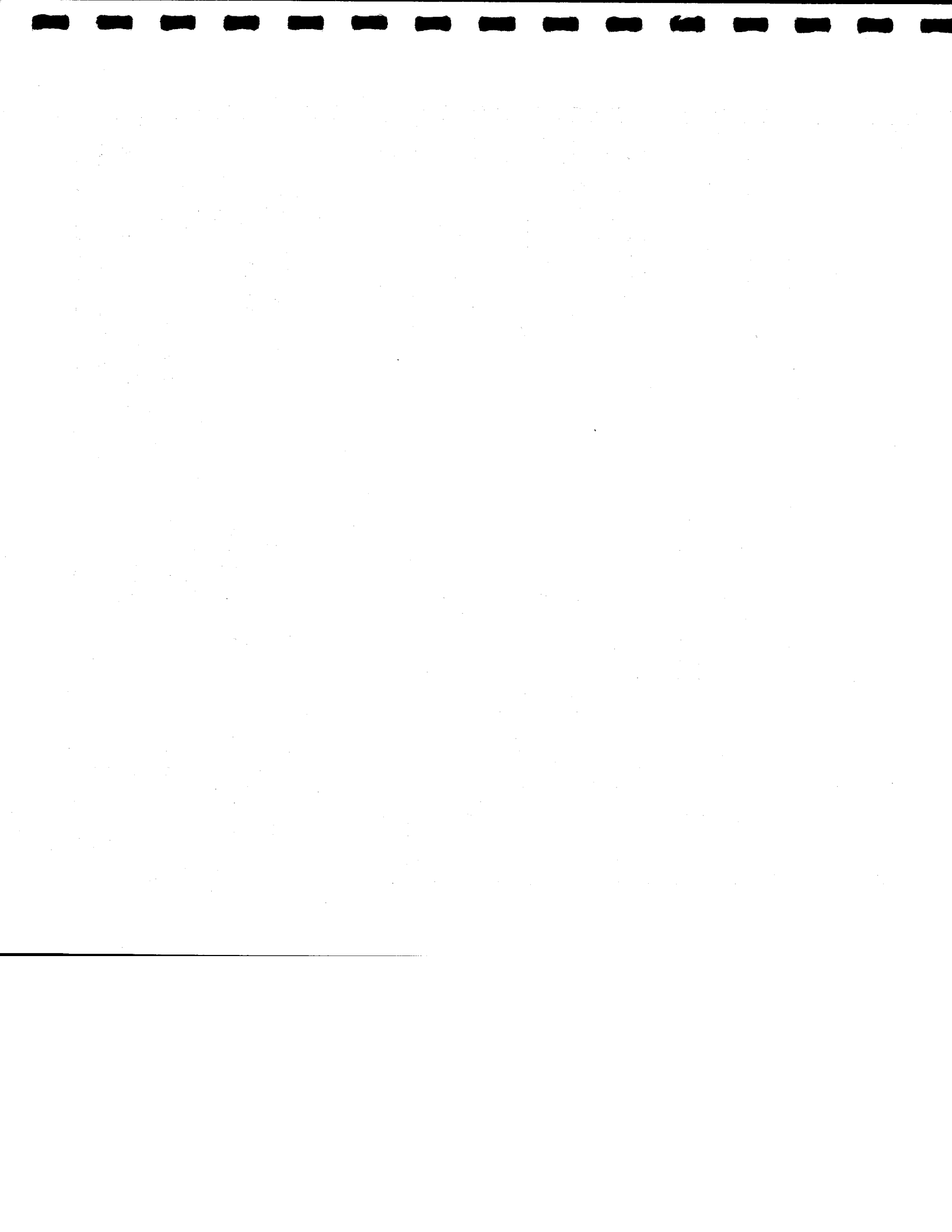
FUND	675	DEPARTMENT	40	DIVISION	900	ACTIVITY
WORKING CAPITAL		ADMINISTRATION		STORES/DUPLICATING MICROFILMING		50010/50020/50040

WORK PROGRAM

These services are administered by the Purchasing Division of the Department of Administration as financially self-sustaining operations. The goal of these activities is to promptly provide all departments with office supplies, duplicating services, mailroom service, and photocopying and microfilming services at the most economical possible cost. These activities are also responsible for accurately billing individual divisions for appropriate telephone services and photocopying machine usage, and for producing employee photo identification cards.

Besides the employees listed below, this budget funds one-half salary of one Administrative Aide III listed in the Purchasing Division budget.

POSITION TITLE	EMPLOYEES			1983 EMPLOYMENT RANGE	BUDGET 1982	BUDGET 1983
	BUDGET 1981	BUDGET 1982	BUDGET 1983			
Micrographics Supervisor	1	1	1	625	\$ 21,758	\$ 23,064
Print Shop Supervisor	1	1	1	624	20,676	21,917
Administrative Aide II	2	2	1	623	35,629	20,836
Printing Press Operator II	1	1	1	620	16,928	17,944
Printing Press Operator I	1	1	1	619	13,811	15,377
Clerk II	1	1	1	615	11,999	13,337
Typist Clerk	1	1	1	614	10,569	11,726
	—	—	—			
Subtotal	8	8	7		\$131,370	\$124,201
ADD: Longevity					1,563	1,663
27th Pay Period					5,072	--
Amount Charged from Purchasing Division (Stores)					9,461	10,162
TOTAL					\$147,466	\$136,026



FUND	618	DEPARTMENT	70	DIVISION	282	ACTIVITY
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		50000/50100/80000 EQUIPMENT MOTOR POOL

EQUIPMENT FUND SUMMARY

	Actual 1981	Budget 1982	Budget 1983
Unencumbered Cash Balance, January 1	\$ 380,802	\$ 360,857	\$ 238,409
<u>REVENUES</u>			
Equipment Rental	\$1,851,935	\$1,776,134	\$1,776,134
Sale of Services and Supplies	389,169	585,000	585,000
Other	22,784	81,700	61,705
Subtotal	\$2,263,888	\$2,442,834	\$2,422,839
Contingent Revenues	--	500,000	500,000
Total Revenues	\$2,263,888	\$2,942,834	\$2,922,839
Total Revenues and Cash Balance	\$2,644,690	\$3,303,691	\$3,161,248
<u>EXPENDITURES</u>			
Maintenance Operations	\$1,251,454	\$1,370,282	\$1,447,248
Inventory Purchases	375,445	570,000	570,000
Equipment Replacement	656,934	625,000	522,000
Equipment Replacement (Lease-Purchase)	--	--	122,000
Subtotal	\$2,283,833	\$2,565,282	\$2,661,248
Contingent Expenditures	--	500,000	500,000
Total Expenditures	\$2,283,833	\$3,065,282	\$3,161,248
Unencumbered Cash Balance, December 31	\$ 360,857	\$ 238,409	\$ --

FUND	618	DEPARTMENT	70	DIVISION	282	ACTIVITY	50000
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		EQUIPMENT MOTOR POOL	
BUDGET COMMENTS							
<p>The 1983 adopted budget represents a decrease of \$25,949 (1.0 percent) from the 1982 amount, due largely to lower fuel costs--the result of the conversion to propane as a primary fuel.</p> <p>Personal Services have increased \$1,961.</p> <p>Contractual Services have decreased \$6,352, due largely to decreased data processing charges. Account 295 funds CDP charges.</p> <p>Commodities have decreased \$108,165, due to propane conversion and upgrading pooled equipment.</p> <p>Capital Outlay budgeted includes (1) the 1983 replacement program, \$522,000; (2) various shop tools, \$6,100, and (3) lease-purchase payments for equipment acquired in past years, \$122,000.</p>							
ACCOUNT CLASSIFICATION				ACTUAL	BUDGET	BUDGET	
				1981	1982	1983	
PERSONAL SERVICES							
110 Salaries & Wages				\$ 473,895	\$ 560,685	\$ 562,646	
TOTAL PERSONAL SERVICES				\$ 473,895	\$ 560,685	\$ 562,646	
CONTRACTUAL SERVICES							
210 Utilities				\$ --	\$ --	\$ --	--
220 Communications				7,204	3,500	8,500	
230 Transportation				2,061	2,000	2,000	
240 Advertising				39	--	--	--
250 Insurance				2,874	--	--	--
260 Dues and Subscriptions				34	150	100	
270 Professional Services				78	--	--	--
295 Other Contractual Services				12,086	28,000	16,698	
TOTAL CONTRACTUAL SERVICES				\$ 24,376	\$ 33,650	\$ 27,298	
COMMODITIES							
310 Office Supplies				\$ 3,211	\$ 4,000	\$ 4,000	
320 Clothing and Linen				4,082	4,405	4,300	
330 Food, Drugs & Chemicals				59	--	--	--
340 Opr. Supplies - Buildings & Improvements				152	400	200	
350 Repair Parts - Buildings & Improvements				514	--	--	--
360 Operating Supplies - Equipment				337,431	434,704	348,144	
370 Repair Parts - Equipment				379,045	425,000	403,700	
390 Minor Apparatus and Tools				5,082	8,000	8,000	
TOTAL COMMODITIES				\$ 729,576	\$ 876,509	\$ 768,344	
CAPITAL OUTLAY							

FUND	618	DEPARTMENT	70	DIVISION	282	ACTIVITY	50000
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		EQUIPMENT MOTOR POOL	

WORK PROGRAM

This activity purchases, repairs and maintains equipment used by the Operation and Maintenance, and Engineering Departments.

Personnel work in three shifts to provide continuous maintenance service and thus maximize equipment in the field. A preventative maintenance program, supported by computerized records for each vehicle, seeks to minimize unscheduled and disruptive equipment downtime.

One Account Clerk I position has been deleted for 1983 as a budget reduction.

POSITION TITLE	EMPLOYEES			1983 EMPLOYMENT RANGE	BUDGET 1982	BUDGET 1983
	BUDGET 1981	BUDGET 1982	BUDGET 1983			
Fleet Maintenance Supervisor	0	1	1	629	\$ 26,775	\$ 28,382
Equipment Maintenance Supv.	1	1	1	627	22,905	24,280
Chief Mechanic	3	2	2	624	35,048	42,462
Administrative Aide II	1	0	0	--	--	--
Automotive Mechanic Supervisor	0	4	4	623	72,797	82,439
Automotive Mechanic	15	11	11	622	188,823	195,658
Storekeeper III	1	1	1	621	17,785	18,852
Administrative Aide I	0	1	1	620	14,011	15,604
Storekeeper II	2	3	2	619	43,740	29,711
Account Clerk II	0	0	1	619	--	15,239
Account Clerk I	1	1	0	--	13,132	--
Automotive Service Worker	5	4	4	616	52,594	57,801
	--	--	--			
Subtotal	29	29	28		\$487,610	\$510,428
ADD: Longevity					4,638	4,130
Shift Differential (2nd)					4,160	4,160
Shift Differential (3rd)					4,992	4,992
Charges--O&M Admin.					19,605	16,739
Charges--OMP					20,803	22,197
Cost of 27th Pay Period					18,877	--
TOTAL					\$560,685	\$562,646



FUND 658	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	OFFICIAL MOTOR POOL

OFFICIAL MOTOR POOL FUND SUMMARY

	Actual 1981	Budget 1982	Budget 1983
Unencumbered Cash Balance, January 1	\$ 66,705	\$ 91,829	\$ 114,264
<u>REVENUES</u>			
Rental Revenue	\$1,647,889	\$1,508,956	\$1,436,955
Other Revenue	142,958	141,650	136,009
Subtotal	\$1,790,847	\$1,650,606	\$1,572,964
Contingent Revenue	--	203,424	191,162
Total Revenues	\$1,790,847	\$1,854,030	\$1,764,126
Total Revenues and Cash Balance	\$1,857,552	\$1,945,859	\$1,878,390
<u>EXPENDITURES</u>			
Operations	\$1,765,723	\$1,628,174	\$1,687,228
Contingent Operations	--	203,421	191,162
Total Expenditures	\$1,765,723	\$1,831,595	\$1,878,390
Unencumbered Cash Balance, December 31	\$ 91,829	\$ 114,264	\$ --

FUND	658	DEPARTMENT OPERATIONS & MAINTENANCE	70	DIVISION FLEET MAINTENANCE	282	ACTIVITY OFFICIAL MOTOR POOL	50000
WORKING CAPITAL							
BUDGET COMMENTS							
The 1983 adopted budget represents a decrease of \$91,650 (5.2 percent), due largely to the conversion to propane as a principal fuel.							
Personal Services have increased \$10,163.							
Contractual Services have increased \$4,025, largely due to car wash and turnpike fees. Account 295 includes (1) turnpike fees, \$3,500; (2) car wash, \$9,000; (3) IBM maintenance contract (fuel system computer), \$2,500; (4) CDP charges, \$6,000; (5) debt service, \$35,000, and (6) miscellaneous services, \$4,000.							
Commodities have decreased \$187,183, due largely to lower fuel costs, the result of conversion to propane.							
Capital Outlay budgeted includes (1) one replacement typewriter, \$990, and (2) vehicle replacement, \$632,400.							
ACCOUNT CLASSIFICATION				ACTUAL 1981	BUDGET 1982	BUDGET 1983	
PERSONAL SERVICES							
110 Salaries & Wages				\$ 315,974	\$ 346,617	\$ 356,780	
TOTAL PERSONAL SERVICES				\$ 315,974	\$ 346,617	\$ 356,780	
CONTRACTUAL SERVICES							
210 Utilities				\$ 5,495	\$ 5,475	\$ 6,000	
220 Communications				4,029	9,450	5,450	
230 Transportation				2,505	2,000	2,000	
240 Advertising				561	100	500	
250 Insurance				2,212	3,290	3,290	
260 Dues and Subscriptions				622	300	300	
270 Professional Services				245	200	200	
295 Other Contractual Services				57,074	52,900	60,000	
TOTAL CONTRACTUAL SERVICES				\$ 72,743	\$ 73,715	\$ 77,740	
COMMODITIES							
310 Office Supplies				\$ 5,003	\$ 2,500	\$ 3,500	
320 Clothing and Linen				1,847	3,000	2,500	
330 Food, Drugs & Chemicals				7	100	--	
340 Opr. Supplies - Buildings & Improvements				178	100	100	
350 Repair Parts - Buildings & Improvements				15	200	--	
360 Operating Supplies - Equipment				600,602	698,262	483,820	
370 Repair Parts - Equipment				137,705	74,576	99,435	
390 Minor Apparatus and Tools				2,890	2,000	4,200	
380 Construction Materials				1,658	--	--	
TOTAL COMMODITIES				\$ 749,905	\$ 780,738	\$ 593,555	
CAPITAL OUTLAY							

FUND 658	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	OFFICIAL MOTOR POOL

WORK PROGRAM

This activity is responsible for the repair, maintenance and management of all Official Motor Pool vehicles. Largest number of vehicles are assigned to the Police Department (68), the Central Inspection Division (38), and the Health Department (71).

POSITION TITLE	EMPLOYEES			1983 EMPLOYMENT RANGE	BUDGET 1982	BUDGET 1983
	BUDGET 1981	BUDGET 1982	BUDGET 1983			
Fleet Maintenance Director	1	1	1	633	\$ 30,805	\$ 34,128
Equipment Maintenance Supervisor	0	1	1	627	22,420	24,428
Chief Mechanic	1	1	1	624	20,677	21,917
Automotive Mechanic Supervisor	2	2	2	623	37,086	39,983
Automotive Mechanic	6	5	5	622	89,683	95,590
Administrative Aide I	0	1	1	620	15,796	17,185
Storekeeper II	1	1	1	619	15,356	17,086
Automotive Mechanic Helper	3	3	3	618	42,170	47,858
	—	—	—			
Subtotal	14	15	15		\$273,991	\$298,175
ADD: Longevity					2,606	2,683
Shift Differential (2nd)					2,288	2,288
Shift Differential (3rd)					728	728
Overtime					1,600	1,600
Charges - Police Dept.					26,271	25,701
Charges - Health Dept.					39,915	41,258
Charges - O&M Admin.					10,855	8,095
Cost of 27th Pay Period					10,587	--
LESS: Charges - Equip. Maint					(20,803)	(22,197)
Charges - Central Maint.					(1,421)	(1,551)
TOTAL					\$346,617	\$356,780



FUND 648	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	CENTRAL MAINTENANCE

CENTRAL MAINTENANCE SERVICES FUND SUMMARY

	Actual 1981	Budget 1982	Budget 1983
Unencumbered Cash Balance, January 1	\$ --	\$ 31,780	\$ 31,780
<u>REVENUES</u>			
Central Maintenance Services (rental)	\$ 270,135	\$ 247,001	\$ 247,001
Other	32	--	--
Subtotal	\$ 270,167	\$ 247,001	\$ 247,001
Contingent Revenues	--	50,000	50,000
Total Revenues and Cash Balance	\$ 270,167	\$ 328,781	\$ 328,781
<u>EXPENDITURES</u>			
Operations	\$ 238,387	\$ 247,001	\$ 278,781
Contingent Operations	--	50,000	50,000
Total Expenditures	\$ 238,387	\$ 297,001	\$ 328,781
Unencumbered Cash Balance, December 31	\$ 31,780	\$ 31,780	\$ --

FUND WORKING CAPITAL	648	DEPARTMENT OPERATIONS & MAINTENANCE	70	DIVISION FLEET MAINTENANCE	282	ACTIVITY CENTRAL MAINTENANCE	50000
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BUDGET COMMENTS

The 1983 adopted budget for this activity shows an increase of \$31,780, largely due to higher utility rates.

Personal Services have increased \$905.

Contractual Services have increased \$18,762 due primarily to utility rate increases (Account 210). Account 295 funds the cost of contracted janitorial services.

Commodities have increased \$4,325.

Capital Outlay budgeted is for this activity's share of the replacement cost of a radio control station.

A larger Reserve amount is budgeted in order to better provide for various repairs required as the facility ages.

ACCOUNT CLASSIFICATION		ACTUAL 1981	BUDGET 1982	BUDGET 1983
PERSONAL SERVICES				
110 Salaries & Wages		\$ 61,997	\$ 41,560	\$ 42,465
TOTAL PERSONAL SERVICES		\$ 61,997	\$ 41,560	\$ 42,465
CONTRACTUAL SERVICES				
210 Utilities		\$103,541	\$136,166	\$155,000
220 Communications		5,268	800	3,728
230 Transportation		--	--	--
240 Advertising		10	--	--
250 Insurance		3,317	9,379	9,379
260 Dues and Subscriptions		--	--	--
270 Professional Services		--	--	--
295 Other Contractual Services		3,389	12,000	9,000
TOTAL CONTRACTUAL SERVICES		\$115,525	\$158,345	\$177,107
COMMODITIES				
310 Office Supplies		\$ 848	\$ 225	\$ 450
320 Clothing and Linen		--	--	--
330 Food, Drugs & Chemicals		2,803	2,000	3,600
340 Opr. Supplies - Buildings & Improvements		4,074	2,500	5,000
350 Repair Parts - Buildings & Improvements		8,368	27,500	27,500
360 Operating Supplies - Equipment		10,040	1,500	1,500
370 Repair Parts - Equipment		8,780	3,000	3,000
390 Minor Apparatus and Tools		528	300	300
380 Construction Materials		548	--	--
TOTAL COMMODITIES		\$ 35,989	\$ 37,025	\$ 41,350
CAPITAL OUTLAY				

FUND	648	DEPARTMENT	70	DIVISION	282	ACTIVITY	50000
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		CENTRAL MAINTENANCE	

WORK PROGRAM

This activity provides maintenance, repairs, security, utilities and other services to the Central Maintenance Facility, 1801 S. McLean.

POSITION TITLE	EMPLOYEES			1983 EMPLOYMENT RANGE	BUDGET 1982	BUDGET 1983
	BUDGET 1981	BUDGET 1982	BUDGET 1983			
Maintenance Mechanic Supervisor	1	1	1	622	\$ 18,693	\$ 19,814
Radio Dispatcher	1	1	1	621	17,785	18,852
	-	-	-			
Subtotal	2	2	2		\$ 36,478	\$ 38,666
ADD: Longevity					962	1,013
Charges - OMP					1,421	1,551
Charges - O&M Admin.					1,296	1,235
Cost of 27th Pay Period					1,403	--
TOTAL					\$ 41,560	\$ 42,465

ANNUAL BUDGET

FUND	661	DEPARTMENT	26	DIVISION	260	ACTIV
WORKING CAPITAL		PARK		EQUIPMENT MAINTENANCE		

PARK EQUIPMENT MAINTENANCE FUND

<u>Expenditures</u>	<u>Actual 1981</u>	<u>Budget 1982</u>	<u>B</u>
<u>Account Classification</u>			
Personal Services	\$ 35,392	\$ 124,454	\$
Contractual Services	37,078	51,886	
Commodities	222,209	253,027	
Capital Outlay	--	65,000	
Subtotal	\$ 294,679	\$ 494,367	\$
ADD: Contingency	--	10,000	
Purchases for Inventory	10,323	10,000	
Total Expenditures	\$ 305,002	\$ 514,367	\$
<u>Revenues</u>			
Unencumbered Cash Balance, January 1	\$ 46,687	\$ 65,182	\$
Equipment Rental - Automobiles	25,344	48,301	
Pickups	89,856	171,223	
Trucks	90,936	173,283	
Tractors	68,590	98,094	
Miscellaneous Equipment	4,164	--	
Interest Earnings	10,026	3,629	
Miscellaneous	623	2,700	
Sales of Services & Supplies	12,559	9,450	
Reimbursed Expenditures	21,399	1,000	
Sale of Property Not Useful to City	--	5,000	
Total Revenues	\$ 323,497	\$ 512,680	\$
Total Revenues & Cash Balance	\$ 370,184	\$ 577,862	\$
Less Expenditures	\$ 305,002	\$ 514,367	\$
Unencumbered Cash Balance, December 31	\$ 65,182	\$ 63,495	\$

FUND	661	DEPARTMENT	26	DIVISION	260	ACTIVITY	50000
WORKING CAPITAL		PARK		EQUIPMENT MAINTENANCE			

BUDGET COMMENTS

The 1983 adopted budget for the Park Equipment Maintenance Fund shows an increase of \$56,212 or 10.9% over the 1982 adopted budget of \$514,367.

The Personal Services category shows a \$4,671 or 3.8% increase, the net effect of the 6% salary improvement, merit and longevity increases, and budgeting for an extra pay period in 1982. The number of authorized personnel remains at the 1982 level of 6.

Contractual Services show an overall decrease of \$35,968 or 69.3%, due primarily to deletion of \$37,060 for Park Vehicle Liability Insurance (Account 250). For 1983, the insurance is budgeted within the City's Risk Management budget, consistent with the practice for other City tax-supported operations. The expenditures budgeted in Account 295 are Central Maintenance Facility rent, \$13,320; rent for oxygen tanks, \$324; rental and maintenance for a parts washer, \$624; and miscellaneous rental, \$141.

Commodities show an overall increase of 1%, due to small increases in three line items.

In Capital Outlay, \$93,000 is budgeted for scheduled replacement of 6 or 7 trucks and \$2,000, for replacement of an arc-welder unit.

A contingency amount of \$60,000 has been budgeted as protection against major equipment breakdowns. For accounting purposes, \$15,000 is budgeted for inventory purchases; when inventory items are used, their costs are transferred to the proper expenditure accounts.

ACCOUNT CLASSIFICATION		ACTUAL 1981	BUDGET 1982	BUDGET 1983
PERSONAL SERVICES				
110 Salaries & Wages		\$ 35,392	\$124,454	\$129,125
TOTAL PERSONAL SERVICES		\$ 35,392	\$124,454	\$129,125
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		--	1,410	1,509
230 Transportation		--	--	--
240 Advertising		--	--	--
250 Insurance		--	--	--
260 Dues and Subscriptions		37,060	37,060	--
270 Professional Services		18	--	--
295 Other Contractual Services		--	13,416	14,409
TOTAL CONTRACTUAL SERVICES		\$ 37,078	\$ 51,886	\$ 15,918
COMMODITIES				
310 Office Supplies		\$ --	\$ 50	\$ 50
320 Clothing and Linen		--	75	116
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		23	791	1,693
350 Repair Parts - Buildings & Improvements		--	--	--
360 Operating Supplies - Equipment		174,113	201,085	201,085
370 Repair Parts - Equipment		48,073	51,026	52,592
390 Minor Apparatus and Tools		--	--	--
TOTAL COMMODITIES		\$222,209	\$253,027	\$255,536
CAPITAL OUTLAY				
440 Office Equipment		\$ --	\$ --	\$ --
450 Vehicular Equipment		--	--	--

FUND 661	DEPARTMENT 26	DIVISION 260	ACTIVITY 50000
WORKING CAPITAL	PARK	EQUIPMENT MAINTENANCE	

WORK PROGRAM

This activity is responsible for the maintenance, repair and management of all automotive, heavy duty and auxiliary equipment assigned to divisions within the Park Board system. The activity oversees mechanical maintenance of more than 200 pieces of equipment, including tractors, pickups, vans, graders, hi-loaders, chippers, and mowers.

The maintenance program includes not only mechanical maintenance operations but also the fabrication of specialized parts and equipment used in parks.

POSITION TITLE	EMPLOYEES			1983 EMPLOYMENT RANGE	BUDGET 1982	BUDGET 1983
	BUDGET 1981	BUDGET 1982	BUDGET 1983			
Superintendent of Equipment Maintenance	0	1	1	630	\$ 27,642	\$ 29,300
Chief Mechanic	0	1	1	624	20,677	21,917
Automotive Mechanic	0	2	2	622	36,477	39,258
Machinist Mechanic	0	1	1	622	18,693	19,814
Automotive Mechanic Helper	0	1	1	618	15,052	16,278
	—	—	—			
Subtotal	0	6	6		\$118,541	\$126,567
Add: Longevity					1,173	2,558
27th Pay Period					4,740	--
TOTAL					\$124,454	\$129,125

